



US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM Registering for eNOI

Facilities and construction companies can apply for coverage under EPA's Multi-Sector General Permit (MSGP) or Construction General Permit (CGP) via the eNOI system. If you are a first-time user, you must register to gain access to use eNOI and to review your permit information.

Registration is easy, and completed through EPA's Central Data Exchange (CDX), which provides a central log-in site to many of EPA's electronic systems.

After you complete the registration process, you will have access to EPA's eNOI system to apply for coverage, or view existing stormwater information.

To begin, go to the CDX home page at: http://cdx.epa.gov/epa_home.asp

STEP 1: Complete User and Organization Information

On the CDX home page, follow the links to register as a "new user."

Complete the "User Information" screen (pictured right). This is where you will set up your account username and password. You will also be asked to provide a secret question and answer for your account. If you have any issues with your account in the future you will be asked this question to verify that you are the account owner.

Click the 'Next' button.

Complete the "Organization Information" screen (pictured right). For the E-mail, you must enter an individual, unique e-mail address, as the eNOI system identifies each account by the individual e-mail address. DO NOT use a general organization e-mail address or an email address that is already associated with an existing CDX account.

CDX Registration: User Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

First Name: Last Name: Suffix:

Please choose a user name and password—the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # % " ' or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: (More than 7 characters; Don't use \$ # % " ' or @)

Password: Re-enter Password: (More than 7 characters w/1 number; Don't use \$ # % " ' or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: Secret Answer:

You are in an encrypted secure session.

CDX Registration: Organization Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

Organization Name:

Registrant's Work Mailing Address 1:

Registrant's Work Mailing Address 2:

City:

State/Province: Zip/Postal Code:

Country:

E-mail: Phone Number:

U.S. Canada & Caribbean Islands Phone Format:

International Phone Format:

011 = Country Code + City Code + Local Number

*As necessary.

You are in an encrypted secure session.

Help Desk: (888) 895-1995
EPA Home | Privacy and Security Notice | Contact Us
Last updated on August 5, 2008.
URL: <http://www.epa.gov/epaonline/eNOI>

STEP 2: Add Program and Program ID

On the next "Add Program" screen, select the radio button for: "Stormwater Notice of Intent (eNOI) (SWENOI)" from the list of EPA programs.

Click 'Next'.

On the "Add Program ID" screen (pictured right), enter the 2-letter state abbreviation in the "ID" text box.

Click the "FINISHED" button.

CDX Registration: Add Program ID

Use the TAB key to move from field to field. * = REQUIRED FIELD

Role:

Program ID Type: ID:

Submission Method:

STEP 3: Complete the CDX Registration

Click the "Finished" button at the bottom of the screen. This step will complete your CDX registration. You will then be

brought to your "MyCDX" page (pictured right).

You can now continue from your MyCDX page to access the eNOI system, by choosing the link "[SWENOI: Stormwater eNOI](#)" at the bottom of the screen.

The first time you access eNOI, you will need to choose your eNOI User Role. On the "Select Role" screen (pictured right), choose one of the user roles.

- Choose the "Company/Organization Certifying Official" role if you are the corporate official authorized to certify the NOI form. If you are a Certifying Official, you will need to complete another set of security questions required for NOI submission for EPA.

Federal regulations require this application to be signed as follows:

For a corporation: by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipal, State, Federal, or other public facility: by either a principal executive or ranking elected official.

- Choose "Company/Organization Staff" role if you are responsible for preparing the documents and reports required under the permit for submission by the Certifying Official.

The next time you login, you will be directed to your eNOI page (pictured right), where you can start a new application or report, or view current documents awaiting for your review. You may also at any time change your eNOI User Role by selecting "Profile" at the upper right side of the tool bar.

If you have questions about the eNOI system, please contact the EPA's NOI Processing Center using one of the following options:

- By Telephone: Person-to-person telephone support is available from 8:00 am to 5:00 pm (EST). Call our toll-free line at 866-352-7755.
- By Webform: Fill out the online form at www.epa.gov/npdes/noicontact
- By E-mail: Send an e-mail to NOI Center staff at noi@avanticorporation.com

Central Data Exchange - MyCDX

Welcome,
Ms. Kristin1 Tensuan1

Last Login: January 9, 2009
Registered Since: January 9, 2009
Recertification Date: January 9, 2009

CDX Registration Status: Active

You have 1 new message in your [Inbox](#)

[Change System Password](#) [Edit Personal Information](#) [Edit Current Account Profiles](#) [Add New Employer Profile](#)

Available Account Profiles:

- [SWENOI: Stormwater eNOI](#)

Select Role

Let us begin by identifying your role within the eNOI process:

☐ Company/Organization Certifying Official

☐ Company/Organization Staff

[Cancel](#) [Next](#)

***If you are a new user to this system, but do not see your role identified above, please contact EPA's NOI Processing Center at 1-866-352-7755 for assistance.
Thank you for using the eNOI system!

Electronic Notice of Intent
Online Application

Welcome to EPA's Electronic Notice of Intent (eNOI) System!

Apply for coverage under an EPA General Permit or for coverage under a NPDES permit.

Use this section to fill out new forms to submit to EPA.

More information is provided by clicking on the "Help" button located at the top right of each page to view frequently asked questions and glossary terms.

Step 1. Select Form Type and State

Select from: type Search State:

Step 2. Identify Indian Land

Is your facility located on Indian Country Land? Yes ☐ No ☐

If yes, please enter the name of the reservation, or if not part of a reservation, put "Not Applicable".

Step 3. Identify Federal Facility

Is this industrial facility or construction site considered a Federal Facility? Yes ☐ No ☐

Step 4. Identify Construction and Facility Name

Do you have an EIS number? Yes ☐ No ☐

Please enter the Company Name:

Please enter the Facility Name:

Notes: While using the eNOI system if you remain inactive for a period of 15 minutes or longer your session will timeout and you will lose the information you entered. To avoid this select the "Save as Draft" button at the bottom of each screen. The "Save as Draft" button will not appear until after you have entered your basic facility and site information.

Applications Assigned to you as Recipient of Issues

Use this section to complete any draft forms you have saved, certify any submitted forms (if you are a certifying official), view or edit any existing forms, terminate permit coverage, or apply for coverage under a new permit using some of the data from an existing NOI.

Please select the action you'd like to take from the drop-down list in the "Action" column and hit "GO" for processed.

| Tracking Number | NOI Submitted Date | Date of Coverage | Application Type | Owner/Operator Name | Project/Title Name | Project City | Project State | Status | Action |
|-----------------|--------------------|------------------|------------------|---------------------|--------------------|--------------|---------------|-----------|---|
| 1200580422 | 07-24-2008 | | MSGP | Java company | Java facility | test | Idaho | Certified | View Edit |
| 1200580423 | 07-24-2008 | | MSGP | Java company | Java facility | test | Idaho | Certified | View Edit |

For questions specific to CDX Registration, please contact the CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to helpdesk@epacdx.net